



ND Department of Emergency Services

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"Ensuring a safe and secure homeland for all North Dakotans"

December 29, 2011

HOUSING REHABILITATION AND CITIZEN RETENTION GRANT: SUPPLEMENTAL GUIDANCE

On December 14, 2011, the Office of the Adjutant General, MG David Sprynczynatyk, announced the availability of the Housing Rehabilitation and Citizen Retention Grant. This document provides supplemental guidance regarding the project proposal process and format.

Background

The Housing Rehabilitation and Citizen Retention Grant is designed to help our state's flood-impacted communities and residents recover from the 2011 flood disaster. The grant is one of several disaster recovery initiatives included in state Senate Bill 2371, which went into effect November 14, 2011. The grant provides \$10 million to help communities assist homeowners to rehabilitate or replace their flood-damaged homes. By doing so, communities are more likely to retain their residents.

It is the Adjutant General's intent to give eligible jurisdictions the latitude to design projects specific to their communities, provided these projects help homeowners with housing rehabilitation, replacement and citizen retention.

Applicant Conference Call

The State Review Team has scheduled a conference call with interested applicants. Date, time and call-in information are as follows:

| | |
|--------------------------------|-----------------------------------|
| <u>Date:</u> | Wednesday, January 4, 2012 |
| <u>Time:</u> | 10:00 a.m., CDT |
| <u>Dial-In Number:</u> | 1.877.820.7831 |
| <u>Participant Pass Code:</u> | 950503 |
| <u>Technical Call Support:</u> | 1.701.391.1225 |

Contact information for the conference call and grant is as follows:

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Jack Dalrymple
Governor

Major General David Sprynczynatyk
Director, Department of Emergency Services

Greg M. Wilz
Director - Division of Homeland Security

Mike Lynk
Director - Division of State Radio

Project Proposal Process

Grant Administrator

The State Legislature allocated \$10 million to the Office of the Adjutant General to help communities with housing rehabilitation and replacement. The Adjutant General is the Director of the N.D. Department of Emergency Services (NDDDES), the agency responsible for administering the grant.

Getting Started

We suggest local and tribal jurisdictions get started through a team approach that includes representatives of agencies with disaster recovery and housing rehabilitation expertise.

- Form a Team: Consider the following representation on a team to identify potential projects: city/county/tribal elected officials, city/county/tribal administration staff and/or auditor, area housing agency, regional planning council and/or planning department, local public health unit, social service agency, emergency management, impacted homeowner(s) and others relevant to identifying viable projects.
- Brainstorm Solutions: Ask team members to share their insights about the flood's impact on homes and how funding could be leveraged to help communities and residents recover from the 2011 flood disaster.
- Select Project(s): Decide which project(s) would be of the most benefit to ensure housing rehabilitation and citizen retention.
- Vet the Project(s): Ensure discussions take place with stakeholders (inside and outside of community), inclusive of other communities in the jurisdiction. It's imperative these discussions take place to confirm viability, avoid duplication and increase awareness.
- Select a Project Officer: Identify the person who will maintain oversight for project activity.
- Select a Project Administrator: Select the entity that will serve as project sponsor.
- Develop the Grant Proposal: Leverage the team to complete the project proposal, following the outline provided in the *Project Proposal Structure* section of this document.

Eligible Projects

The grant provides eligible jurisdictions with the latitude to design a project specific to the community's needs. ***It's important to remember the grant is for rehabilitation and replacement of flood-damaged homes in order to retain homeowners in the community.*** Should the project make funding available to individuals or associations, distribution mechanisms must be compliant with Article 10 of the North Dakota Constitution:

<http://www.legis.nd.gov/constitution/const.pdf> as well as local, state, and federal laws. The goal is to provide an incentive for the homeowner to stay in their community. Look for projects that can help homeowners move forward such as:

- Brick and Mortar Projects (repairs made to flood-damaged homes)
- Down Payment Assistance and Closing Costs Assistance
- Community-Sponsored or Other Innovative Projects to Rehabilitate or Replace Flood-Damaged Homes

Ineligible Projects

Because the grant is specific to home rehabilitation, replacement and citizen retention, these types of projects will not be considered:

- Permanent Flood Control Projects
- Projects that are not sustainable, e.g., do not provide a long-term, permanent solution to home rehabilitation/citizen retention
- Organizational operational costs to include salaries
- Demolition of property unrelated to housing stock replacement
- Home improvement outside of basic rehabilitation
- Rehabilitation or replacement of structures other than principal living space

Administrative Fees

Administrative fees associated with proposal implementation are capped at 3 percent of the project cost.

Project Proposal Process

Following is an overview of the project proposal process:

- The local jurisdiction/organization develops the project proposal and submits it to NDDDES.
- NDDDES begins a preliminary review of the project proposal to ensure completeness and coordinates with the applicant if additional information is needed.
- A State Review Team evaluates project proposals.
- NDDDES notifies the applicant of the State Review Team's decision. *If the proposal is denied, or unfunded, unsuccessful applicants may consider a revised grant proposal.*
- Project Officers for fundable proposals sign an agreement outlining funding and reporting requirements.
- Project Officers submit a summary report within 60 days of project closeout/termination.

State Review Team

Project proposals will be reviewed by a team: the State Disaster Recovery Coordinator; the Executive Director of the N.D. Housing Finance Agency; the NDDDES Disaster Business Manager and Disaster Finance Officer; the NDDDES Disaster Recovery Chief; and the NDDDES Deputy Chief of Recovery and Mitigation.

Review Time Frame

The State Review Team will evaluate the project proposals within 15 days of receipt. After proposal review, NDDDES will send correspondence confirming the team's determination.

Project Proposal Timelines

January 15, 2012 – Initial date to begin submitting proposals

September 30, 2012 – Final proposal submission deadline for eligible jurisdictions

October 1, 2012 -- Second round considerations will follow the same proposal criteria

Project Proposal Structure

The following set of instructions take into account the evaluation criteria that will be used by the State Review Team. Structure the grant proposal as follows:

Applicant Information

Provide the following information:

City/County/Tribe – List the jurisdiction for which you are applying

Project Oversight

Provide the following information for the Project Officer:

- Project Officer Agency
- Project Officer Name and Title
- Address
- Office and Cell Phone Numbers
- E-Mail Address

Program Administration

Provide the following information for the Program Administrator:

- Administrative Agency
- Program Administrator Name and Title
- Address
- Office and Cell Phone Numbers
- E-Mail Address

Executive Summary

Write a narrative providing an overview of the project(s) to include:

- A summary of housing issues in the jurisdiction
- Description of the project(s) – goals and objectives
- Overview of how funds will be applied (e.g., how many homeowners will be affected)
- Description of the process for dispersing funds to recipients
- Total amount requested

Scope of Work

The evaluation criteria provide the foundation for developing the scope of work.

Project Overview

- Provide an overview of the number of structures that will be rehabilitated or replaced, and the process for doing so.
- Outline the coordination with other stakeholders, including jurisdictions within the county or tribe.
- Describe measures taken to mitigate future flood damage to the rehabilitated or replacement homes, such as flood proofing or requiring homeowners to purchase flood insurance.
- Outline the strategy for disseminating information to the community and/or potential applicants through public outreach, program/project marketing, and/or awareness.
- Describe plans to encourage homeowners to remain in the community.
- Outline matching funds for the project to include, but not limited, to city/county/tribal funds, homeowners' cost shares, volunteer hours, and technical and/or financial support from community organizations. *While not required, consideration will be given to proposals that leverage local funds for cost shares.*

Timeline

Outline anticipated project benchmarks and deadlines, such as the date for confirming property participation, construction timelines, project completion date, or other project management components, etc.

Budget

Prepare a budget for the project that includes the following:

- Description of procedures for tracking costs
- Estimated total costs
- Breakdown of costs by project benchmarks, if available

Resolution of Support

Include a resolution of support from the governing authority for the jurisdiction/organization.

Attachments

While not required, evaluate the need for supporting documentation to include but not limited to:

- Maps
- Photos
- Correspondence, e.g., copies of e-mails regarding the vetting process, newspaper editorials, stakeholder participation, etc.